



June 21, 2013

Good Morning! We have some important policy update information this week for you. Please review and let us know if you have questions. Here it goes:

The **Classification and Compensation Study** will go before the **Board of Mayor and Aldermen on June 25th for discussion at the Work Session. Attached is the memo and report from the consultant regarding the study.** As explained previously, Burris, Thompson & Associates is assisting the City in developing the new pay plan. Our intent is to align our City, with Cities and Counties similar to ours and private sector employers (where possible) with our pay plan. Many of our current job descriptions are approximately 20 years old and are not reflective of today's market and current work demands. We feel this new system that we are presenting to BOMA next week is creating a more **sustainable, long term and highly competitive classification and compensation system. Please see the attached materials. It is important that you feel comfortable with the process. We will be developing a FAQ on the City Intranet. If you have any questions you'd like answered please send them to melody.reeves@franklintn.gov.** Our plan is to bring to the Board in July the new Pay Plan in detail for further discussion and to have final consideration of the plan in August. **Here are some highlights of the new plan:**

- New pay grades are based on competitive market data targets that are a combination of private sector medians and a 70th percentile target of the 23 other competitive local governments. This should place us in the upper 25-30% of local governments for pay.
- We are moving from 22 pay grades in the current pay plan to 15 in the new plan. Pay grades will be designated by letter ("A" through "P") as opposed to the current numbered pay grades.
- Currently, pay grades are about 5% apart. The new pay grades will be 12.5% apart. This should provide greater separation between pay grades.
- Implementation of the new pay plan with Board of Mayor and Aldermen approval will likely occur in two phases. Phase 1 will consist of implementing pay adjustments during the first quarter of Fiscal Year 2013-14 (by the end of September 2013) necessary to ensure all employees' salaries are at least at the new pay range minimums for their jobs. Funding for Phase 1 implementation is included in the proposed 2013-14 budget (final vote on the budget is June 25th). Phase 2, to be completed during the following fiscal year (FY2014-15), will focus on adjusting employee pay as needed to better reflect job tenure and job performance *within* their respective pay grades. The exact methodology for accomplishing this will be developed later this year.

During July, I will be working with Department Directors and Human Resources to set up times to review the plan and answer questions. We will also look for general briefing times early in the morning (shift changes) and at lunch time to provide information to team members on the new plan. Thank you for your assistance in this process.

To better secure our computer networks and protect all of our sensitive information (employee, customer, etc.), we need to adopt a revised approach to computer network passwords. **Beginning July 1st, 2013 the IT Department will be implementing the use of more secure passwords.** Passwords are the primary form of user authentication used to grant access to City of Franklin's information systems. Without strict usage guidelines the potential exists that passwords will be created that are easy to break thus allowing a compromise of our systems. **Please see attached Password Policy Template for more information.**

Congratulations to **Shauna Billingsley, City Attorney**, who was recognized at the **Tennessee Bar Association Young Lawyers Division awards dinner as the 2013 President's Distinguished Service Award Recipient!** This is a HUGE honor! Shauna was recognized for all of her hard work in our judicial district this past year, including the **Badges With Bears program**, the **district high school Mock Trial competition**, and the **Wills for Heroes event** (among many other projects she has done). Shauna was also recognized for her hard work in getting the Williamson County Bar Association Young Lawyers Division (YLD) formed. Way to go, Shauna!

And we have more good news from our Legal Department. **Staff Attorney Kristen Corn** was nominated and elected **President of the Young Lawyers Division** as part of the **Williamson County Bar Association. (WCBA).** The Young Lawyers Division is newly formed and Kristen will serve as the first President. She was unanimously elected. Shauna played a big part in forming the Young Lawyers Division. Good work by our team of attorneys in the City Law Department!

I have more good news, this time from the **Water Management Department.** We have two employees at the **Water Reclamation Facility** that have received their Grade IV Operator Certification Licenses. They are **Donnie Boshers and Tim Shea.** Good job, guys!

Mandatory Drug Free Workplace training schedule Continues

As part of our participation in this state program, all employees (including supervisors) are required to attend one hour of training annually. Please plan to attend one of the mandatory upcoming classes this summer. The schedule is indicated below:

Date	Time	Location
Wednesday, June 26, 2013	8 a.m.	Police Department
Thursday, June 27, 2013	7:15 a.m.	Streets Department
Friday, June 28, 2013	12:30 p.m.	Parks Department
Wednesday, July 10, 2013	8 a.m.	Police Department
Thursday, July 11, 2013	8 a.m.	Fire Department – all fire stations via video-conference
Thursday, July 18, 2013	8 a.m.	Fire Department – all fire stations via video-conference
Friday, July 19, 2013	6:30 a.m.	Solid Waste Department
Thursday, July 25, 2013	8 a.m.	Fire Department – all fire

		stations via video-conference
Wednesday, September 11, 2013	8 a.m.	Police Department
Wednesday, October 9, 2013	8 a.m.	Police Department

Janie Dunnivant was the winner of the **Mayor's parking spot** last week and she is paying it forward with her nomination of **Engineering's Sarah Roop** for the parking spot next week. Janie said, *"I'd like to nominate Sarah Roop for the Mayor's parking spot. Sarah has been my savior these past few weeks. I don't know what I would have done without her help during my temporary assignment in the Engineering Department. Thanks Sarah for making me feel welcome."* **Sarah can begin parking in the Mayor's spot on Monday June 24th!**

Thanks for all you do. Enjoy the weekend!

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